

TID Project Plan Amendment – Checklist for Subtracting Parcels

Use this checklist as a guide for assembling the items that must be submitted to the Department of Revenue when subtracting parcels from a district.

- ☐ 1. Legal Requirements Forms – (PE-605A)

See instructions on the bottom of the form.

- ☐ 2. Proof that a public hearing notice was sent to the other taxing entities before it was published

Include copies of cover letters sent with the notices or a clerk's certification that they were sent on time.

- ☐ 3. Public Hearing Notice Proof of Publication

Include copies of required public hearing notices and an affidavit of publication from the publishing newspaper.

- ☐ 4. Copies of Amendment Resolutions

☐ *Submit a copy of the planning commission resolution*

☐ *Submit a copy of the city council or village board resolution – Must contain the same findings as the creation resolution.*

☐ *Submit a copy of the Joint Review Board resolution – If the Joint Review Board (JRB) did not adopt a resolution, send a copy of its meeting minutes or other evidence of its approval. This approval must occur within 30 days after receiving the amendment resolution from the municipality. The JRB must submit its decision to the city not later than 7 days after making it.*

- ☐ 5. Copy of the Amended Project Plan

All of these items should be sent to:

Wisconsin Department of Revenue
Attn: Tax Incremental Finance, MS 6-97
PO Box 8971
Madison, WI 53708-8971

Questions about completing the forms and other items should be directed to Susan Plakus (608) 261-5335, Josh Dukelow (608) 266-5516 or Judie Gibbon (608) 266-5708;
or email to tif@dor.state.wi.us;
or check the DOR TIF web page at
www.dor.state.wi.us/slf/tif.html

Please see page 2 for additional required forms.

Project Plan Amendments That Modify TID Boundaries by Subtracting Parcels

The following items must be submitted to the department. **A separate set of forms are required if different subtraction years.**

- ☐ 1. TID Parcel Lists – (PE-608S, PE-608MS, PE-619S)
Locally Assessable Property (PE-608S), State Assessed Manufacturing Property (PE-608MS), Municipal-owned Property (PE-619S)

*See instructions on reverse side of each form. **Only include information for the parcels that have been subtracted from the district.***
- ☐ 2. TID Base Year Personal Property List – (PE-601AS, PE-608MPS)

Forms to be completed by the assessor and should only include personal property that is being subtracted from the TID. List state assessed (manufacturing) personal property, on PE-608MPS, but do not include values for them. See instructions for PE-608MPS on reverse side of form.
- ☐ 3. TID Final Report and Special District Supplement – (PE-617AS)

*Instructions are on the back of the form. At a minimum, both sections on the front of the form are to be completed. The assessor **must** sign it on the front. **Only include information for the parcels that have been subtracted from the district.***
- ☐ 4. TID Statement of Assessment – (PE-615AS)

*The instructions are on the back of the form. The clerk **must** sign it on the back near the bottom. **Only include information for the parcels that have been subtracted from the district.***
- ☐ 5. A map of the area subtracted from the district, with the outer boundaries clearly marked and parcels numbered – (A PDF may be submitted, etc.)

Submit a map of the TID area with all subtracted TID parcel numbers marked. It must show how the subtracted area is subtracted from the original district, have boundaries clearly shown, and be large enough so the parcel number may be easily read. These numbers must be identical to those on the TID parcel lists of the subtracted area. The remaining TID district must be clearly identified.
- ☐ 6. Boundary description of the new area

Submit a narrative description of the outer boundary of the remaining area. It must be a “metes and bounds” type description, not just a “lot and block” listing.
- ☐ 7. Tax Incremental Financing Remittance Fee – (PA-480)

Submit \$1,000 fee check separately to Drawer Number 93826, Milwaukee, WI 53293-0826. Make check payable to Wisconsin Department of Revenue.

Note: If submitting an amendment with both a subtraction and addition, you can submit a check for \$2,000 to cover both submissions, plus separate subtraction and addition forms.